



# STATE AGENCY RECOGNITION AWARDS 2014-15

CALL FOR NOMINATIONS

for outstanding achievement by  
state agencies in furthering  
Small Business and/or Disabled  
Veteran Business Enterprise  
participation in state purchasing  
and contracting in fiscal year  
2014-15.



The State of California, Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) advocate network honors state agencies for outstanding achievements in advocating for and contracting with SBs and/or DVBEs in fiscal year 2014-15.

After reviewing the nominations, a judging panel selects the agencies with the Best Practices.

We notify all nominees before the ceremony and officially recognize their efforts at the awards ceremony on January 14, 2016.

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## IMPORTANT DATES

**November 6, 2015**  
Electronic Nominations Due

**January 14, 2016**  
Awards Ceremony  
*Invitations will be sent in December*

Below is a list of awards to be given at the 2015 State Agency Recognition Awards Ceremony. To help you with nominating the winners for each, please review each award and its description.

**Agency Recognition:** Honors departments for their best practices, creativity and outstanding achievements to advance the State's SB/DVBE programs. In comparison to past performance, these departments continue to exceed goals and models the way for other state agencies.

**Advocate of the Year:** Honors State Department Advocates for their outstanding achievements in supporting, promoting and contracting with SB/DVBEs. The advocates mentor others, create a culture internally and externally, and actively engage the SB/DVBE community.

**Advocate Innovation Award (AIA):** Based on creativity and "thinking outside the box" innovative efforts that contribute to the overall success of the State of California's commitment to provide exemplary service to our SB/DVBE community

**Secretary's Special Achievement Award:** Given to a state department, agency or individual whose best practices, innovation and advocacy efforts have allowed them to go above and beyond in exceeding the State's SB/DVBE contracting goals

**Governor's Award:** Given to the State Agency or department that best exemplifies excellence and innovation in providing contracting opportunities to SB/DVBE firms

**NEW! Diversity Outreach Award:** Awarded to the State Department or Agency that demonstrates an outstanding commitment to diversity and inclusion in their outreach efforts.

## IDEAS TO GET YOU STARTED

Consider these supporting areas when preparing your nomination:

### ***Executive Support***

Describe how your executive management supported your program and allowed contracting and purchasing staff the latitude to implement new ideas to ensure the success of the SB/DVBE participation program.

### ***Customer Service***

Explain how your organization implemented “best practice” customer service and effectively collaborated with the business community to help them understand the solicitation process.

Tell how your organization implemented workflow rules that helped the team respond to customers promptly. This may have resulted in encouraging the business community to participate in state contracting because the level of customer service they experienced from state purchasing officials, small business advocates, and other staff exceeded their expectation.

### ***Contract Simplification***

Relate the processes and new, simplified procedures that were implemented to facilitate and increase the participation of SBs and/or DVBEs in state contracting.

### ***Electronic Commerce***

Tell what steps were taken in using technology to make it easier for businesses to access bid opportunities, find subcontractors, etc.

### ***Education/Outreach***

Describe the educational and training programs, workshops and/or materials that were developed to inform businesses about the State of California’s purchasing and contracting programs.

### ***Public/Private Partnerships***

Many state agencies are stakeholders in specific industries. Explain how the strategic partnerships between State and local government, ethnic organizations, private sector or non-profit organizations (including reciprocity partners) optimized resources, increased benefits, and promoted SB/DVBE participation.

### ***Advocate of the Year***

Describe the work of an advocate that made him/her stand out from the rest of the network.

## • A FEW TIPS FOR SUCCESS

### • ***Tip #1***

• Remember, the key is EDUCATION. How can the process or project be repeated or transferred to other places in the organization or other State agencies?

### • ***Tip #2***

• Nominations should include results achieved in quantifiable ways.

### • ***Tip #3***

• In the *Area of Performance*, choose whether the nomination:

- supports the overall SB/DVBE program;
- provides a process improvement;
- is a specific project to enhance SB/DVBE participation; *or*
- was a pilot project.

• *We want to hear your best ideas and let other agencies know what works.*

## NOMINATION REQUIREMENTS

### *Submitting Your Nomination*

1. Go to: **[www.dgs.ca.gov/pd/Home/SARA2015.aspx](http://www.dgs.ca.gov/pd/Home/SARA2015.aspx)**
2. Choose either *Agency Nomination Form*, *Advocate Nomination Form*, or *Diversity Outreach Nomination Form*.
3. Complete the form (*see instructions at left*).

### *Nomination form instructions:*

1. All fields must be completed including:
  - a. Project or process description including the project implementation date.
  - b. How the project improved (or has the potential to improve) SB and/or DVBE participation at your agency.
  - c. A description of lessons learned. You may wish to address what worked, what you would do differently the next time or how other agencies could modify the idea to make it work for them.
2. Limit your text to 1,900 characters for each of the four categories. We will not consider additional forms.
3. Check for correct spelling, grammar and punctuation.
4. Save and print your document for your own records.

4. Save document as a PDF file with the following title:  
*2015Advocate–Name of Advocate (e.g. John Doe) or 2015Agency–Name of Agency (e.g. DGS) or 2015Diversity Outreach–Name of Agency (e.g., CHP).*
5. Email the PDF nomination to **[dgssara@dgs.ca.gov](mailto:dgssara@dgs.ca.gov)**  
Your electronic nominations must be submitted no later than **November 6, 2015.**

### *For assistance or questions please contact:*

Communication & Outreach Section, **[dgssara@dgs.ca.gov](mailto:dgssara@dgs.ca.gov)**  
707 3rd Street, 2nd Floor, West Sacramento, CA 95605

